

What Evidence you need and how to add it to your E D of E account

You can submit the evidence in two ways, firstly by taking a photo of a handwritten assessor report and uploading it, this is the most common way and is covered under PART 1 below. Secondly your assessor can add the report directly to your account electronically, PART 2 explains how an assessor can do this. Firstly however you need to get into your account:

Logging In:

- A. Go to www.dofe.org. and click on the 'E D of E' button in the top right.. Type in your username then type in your password, if this works then go to bullet point C below.
- B. If your password doesn't work, **or if you can't remember your password**, then do the following:
 - click on the 'forgotten your password' button and on the next page type in your username and click submit, it will then ask for the answer to the 'security question'. If you have the correct answer then reset your password and return to the sign in page and you can put in your username and new password, then go to bullet point C below if it works.
 - If for any reason you can't remember the answer to the security question then click '**can't remember**' and it will ask if you are happy to have a new password sent to the email address that you put onto the system when you set up your account. Click yes and then go to your email account to get the new password and sign in again.
 - If none of the above works email me on neilhaggood@gmail.com stating your name and school.
- C. Once you are in your account **if** you have a page with four different coloured dials in the middle then go to part one.
- D. If you have a page with a picture of the Duke of Edinburgh that says 'Welcome to the D of E' at the top. Click on where it says 'Continue'. On the next page check the information it has about you is correct, and scroll down filling in the information it requires. Once that's all done hit continue at the bottom and read the info below to start adding evidence.

Part One – adding a photo of an assessor report:

Before you get your assessor report completed then make sure you put in the start and finish dates for the activity and remember that the dates need to show that you have done the activity for long enough, if you aren't sure how long you said you were going to do the activity for then click on 'my bronze DofE on the left and it will say there how long you are doing each activity for, remember you can change these if you want to do a different section for longer. **The dates on the assessor report don't need to show exactly the number of months or match with the start dates in your E DofE account, they just have to show longer than the number of months you chose to do it for, never cross the dates out and redo them.** Also check the photo of the report is clear and can be easily read. Once you have done this for all three sections and saved the pics on your computer/phone/tablet then follow these instructions:

- Click on one of the coloured dials for a section
- You should now be on a page that says 'My volunteering section' at the top if you clicked on the Volunteering dial
- First of all look at the top of the page where it states the timescale and then check the start and finish dates on your assessor report card show longer than that period of time, remember the start date on your report card **doesn't** have to be the same as the start date on your E DofE account. Then check all the boxes are complete regarding start date, where you did the activity, your goals, who your assessor was etc.
- Scroll down to the bottom of this page and click on the 'add evidence' button.
- Then click on the relevant button for the type of evidence. It will most likely be a photo of your assessor report so click on the picture of the camera.
- On the next page click on 'select files' and find where the picture you want to upload is saved. Once the picture is loaded then you **HAVE** to click the circle under where it says 'Assessor report'.
- Scroll down and choose your preferred leader from the drop down menu and then you **HAVE** to click 'Save and submit'
- Next look on the left hand side of the screen and click on a section that you haven't yet uploaded evidence for, and repeat these steps

Part 2 – getting your assessor to add the report electronically

Look on your account for your ID number and input it where the question marks are below then email all the text in italics to the assessor:

Dear Assessor,

many thanks for supporting a young person through a section of the D of E, to submit their report electronically then go to <http://www.dofe.org/assessor/>

Type in their ID number which is ????? and select the level then click 'check', providing the name is correct then fill in the boxes that appear below, please read this information before you begin:

1 – For the activity box then type a few words outlining what they did, for example, working in charity shop, learning piano, outdoor activity residential week etc.

2 – before you write the report read the information on the right under the title 'what to include in your report'

if you have any questions please email me on neilhagood@gmail.com

many thanks

Neil